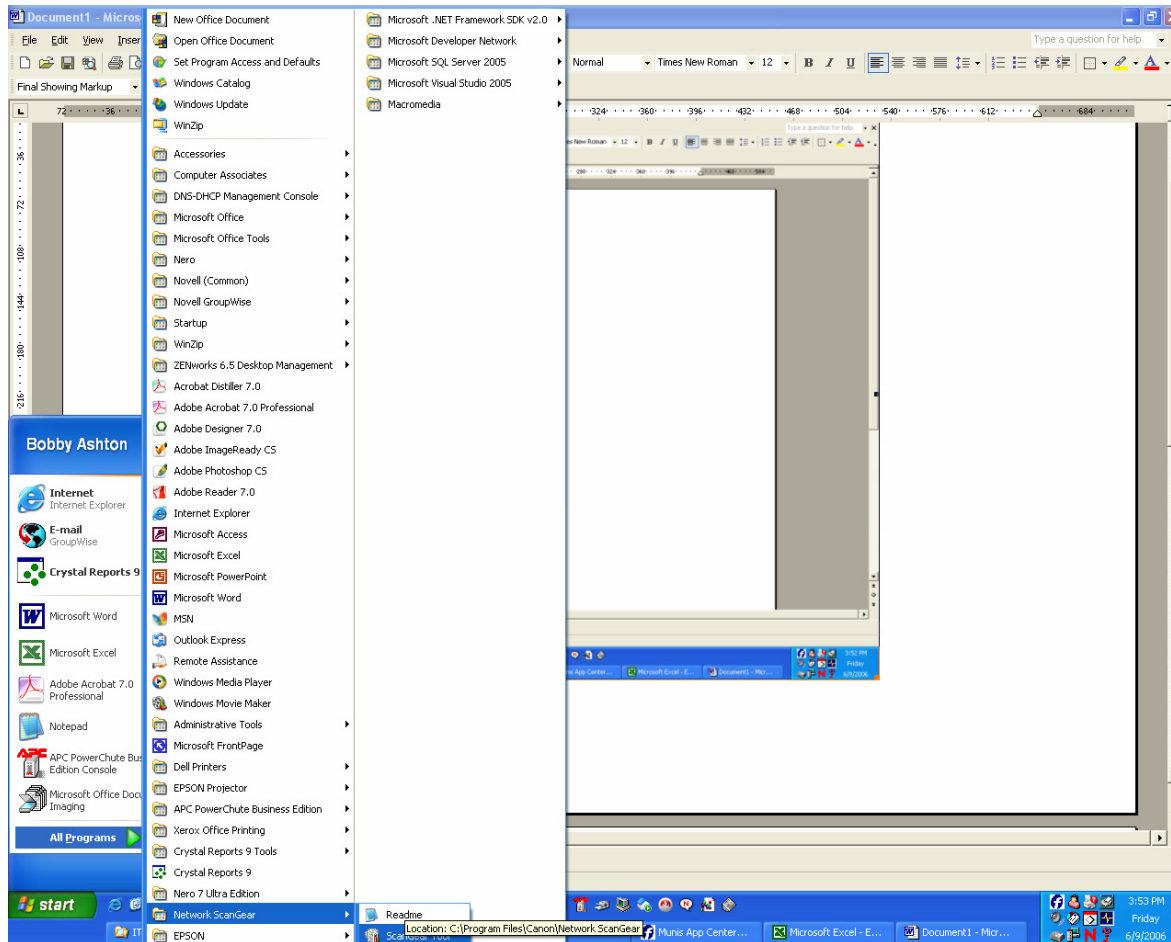# Instructions for Scanning from Canon Copiers

To scan from the Canon copier there are a few steps involved. They are fairly easy and straightforward. Some of the steps will only have to be performed once.

Set copier to scan mode. At the top of the display on the copier there are four buttons, Copy, Scan. Select Scan. A new display will show with an online button and an offline button. Select Online.

Go into the Start menu and select All Programs>Network Scan Gear>Scan Gear Tool. (See diagram).
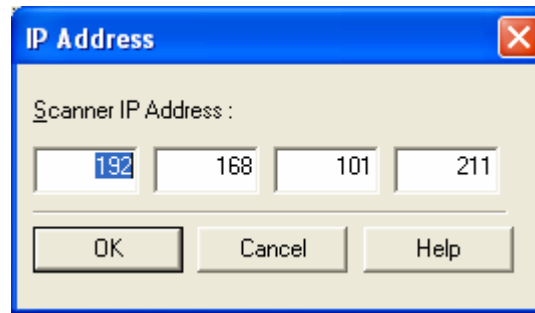
Instructions for Scanning from Canon Copiers

Once in the ScanGear Tool select the IP Address Button.
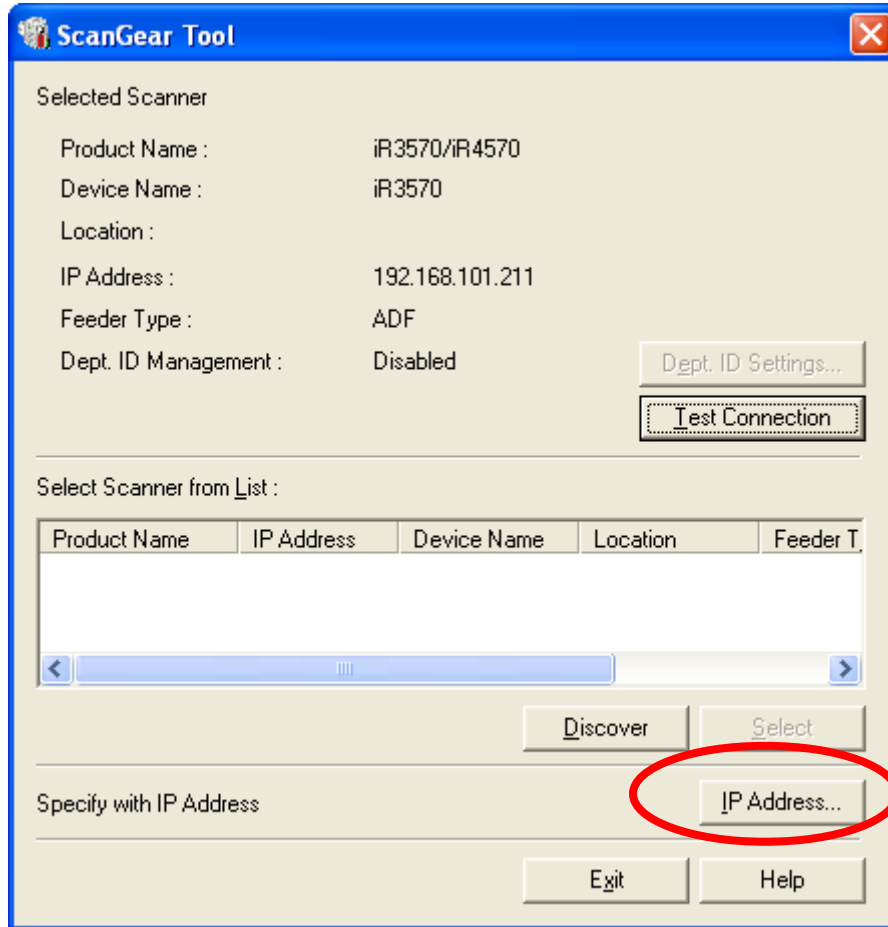
If the IP address is not set you will need to set it in the appropriate boxes.

Instructions for Scanning from Canon Copiers

IP Address

Scanner IP Address :

| 192 | 168 | 101 | 211 |

OK   Cancel   Help

Addresses for the Canon Copiers are as follows;

| Town Manager	IR3570	192.168.101.211	Canon	Copier
Property Assessment	ir2270	192.168.101.212	Canon	Copier
Facilities Maintenance	Canon IR2270	192.168.101.213	Canon	Copier
Police	IR2270	192.168.104.215	Canon	Copier
Parks & Recreation	ir3570	192.168.109.215	Canon	Copier

After setting the IP address click OK and then Exit.

That step should be a one time setup for each user account on the computer.

The next step is to use an application to perform the scanning. Several different applications are available depending on what is installed on the computer and what format the documents will need to be saved in such as .pdf or .jpg. Microsoft Office comes with a default program call Microsoft Office document Scanning and saves files in .tif format.
To access this program select Start>All Programs>Microsoft Office Tools>Microsoft Office Document Scanning. See the image below;

# Instructions for Scanning from Canon Copiers
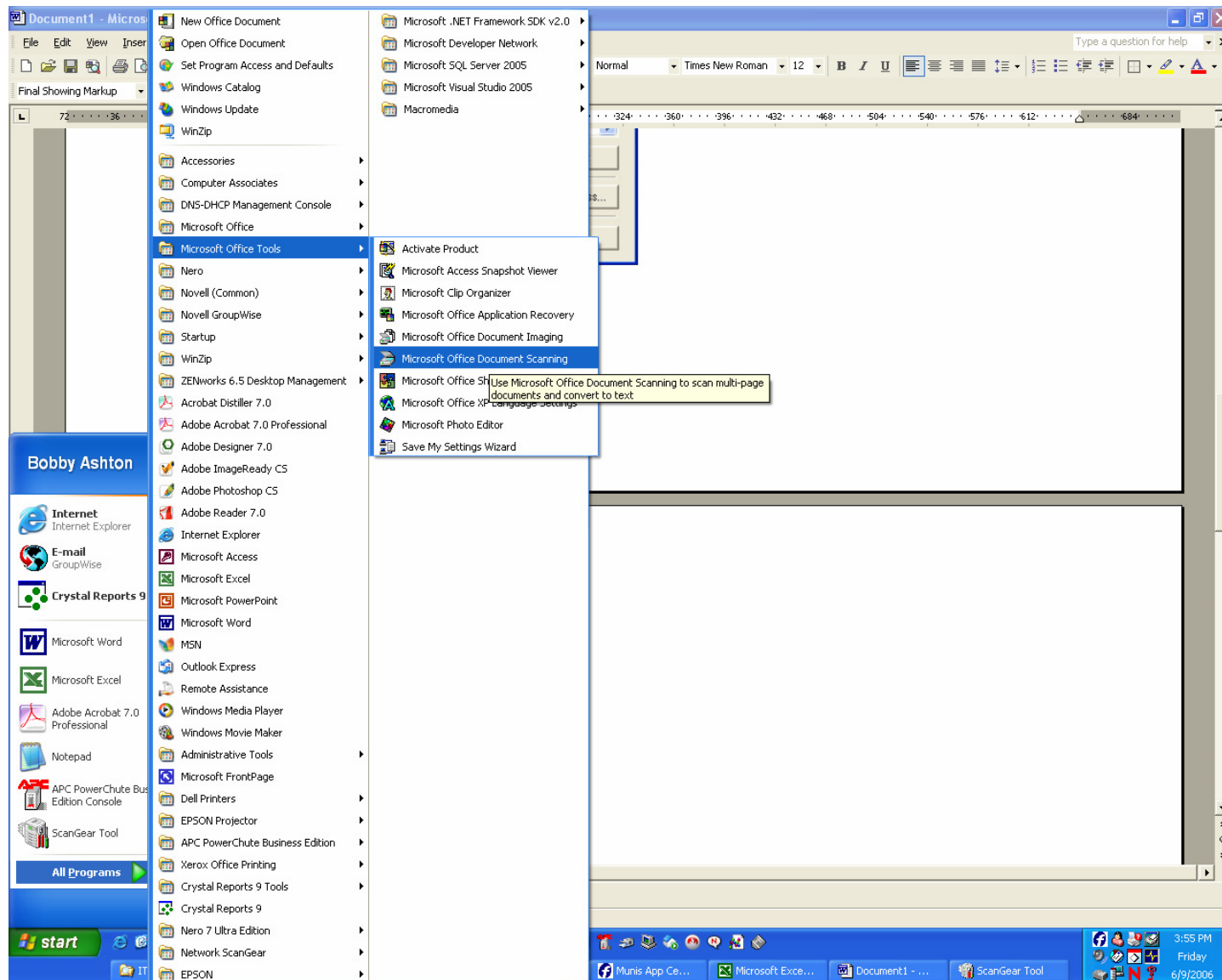
Instructions for Scanning from Canon Copiers

The following screen shows the program. If you have more than one scanner configured on your system you will need to click on the scanner button and select the Canon Scanner.
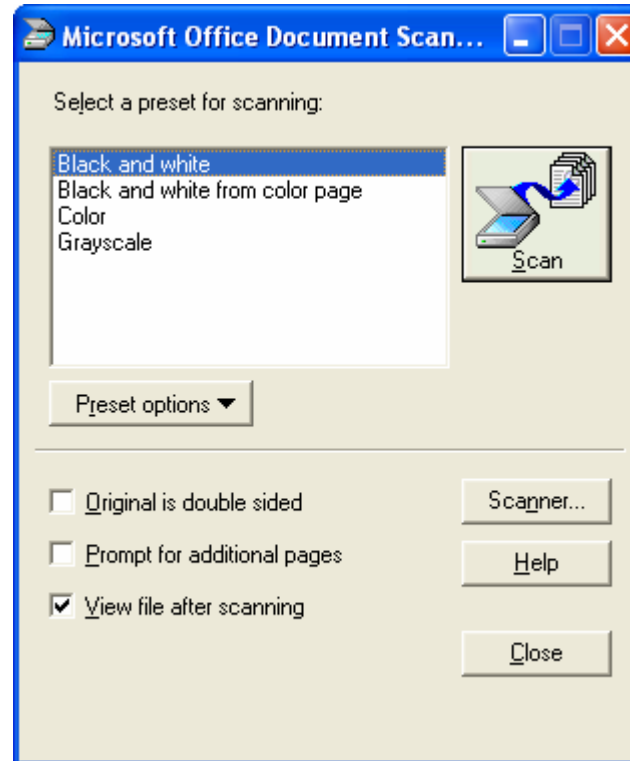
Once the correct scanner has been selected you click on the Scan Button. You may get a screen asking you to test the scanner. Select flatbed scanner and let it test. Once complete you will not have to do it again. You then see the image shown below;

Instructions for Scanning from Canon Copiers
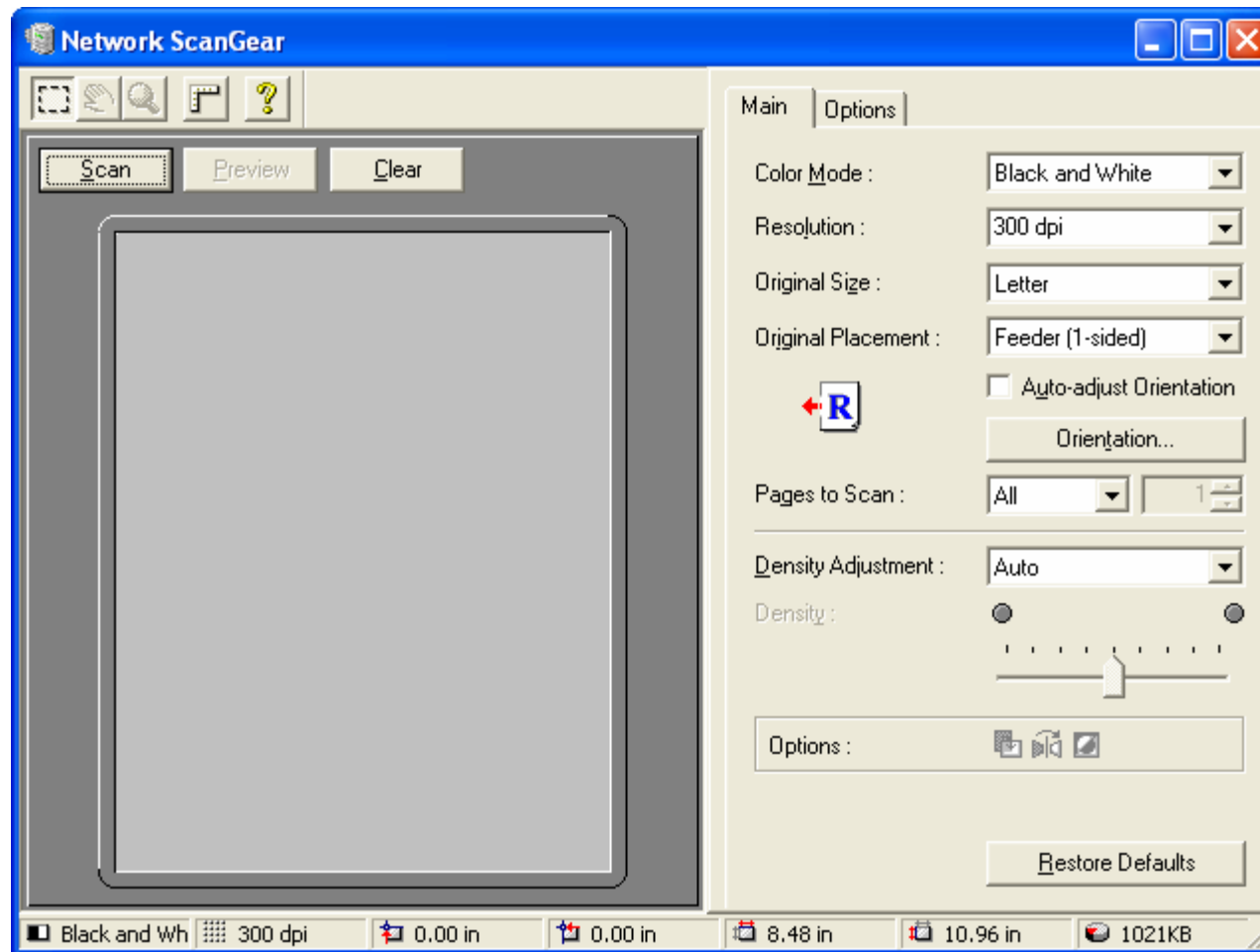
Select either Feeder or Platen depending on which you will be scanning from and then start your scan.

When complete you will be able to save your document to your network file location for later access or to copy it into another document such as Word.